

1/15/65

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Distribution made this date to all Area Records Officers, Records Center,  
and the following others:

6E-1313 - *attended* **CIA INTERNAL USE ONLY**

*did not attend*

*(Note: ADP sent 15 extra copies)*

4 - *attended*

OCS

301 *attended*

Qtrs. Eye *attended*

15 January 1965

Qtrs Eye *did not attend - Ina Meeting*

, 2E-52, Hqs. - *did not attend*

52, Hqs. *attended*

-4124 *did not attend*

, 225 So. ?

214, *did not attend* *(Sent)*

FROM : Chief, Records Administration Staff/DDS

SUBJECT: Meeting of Records Officers, 27 January 1965

1. I am pleased to announce that the guest speaker for our  
meeting on 27 January will be

His topic will  
be "The Role of Reports Management in An Agency Management Information  
and Reporting Complex".

2. I hope that we can have a particularly good turn-out for  
this meeting and I look forward to seeing you there.

3. The meeting will be in Room 1E-7B at 10:30 A.M.

*See attachment  
for attendance*

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MORI/CDF